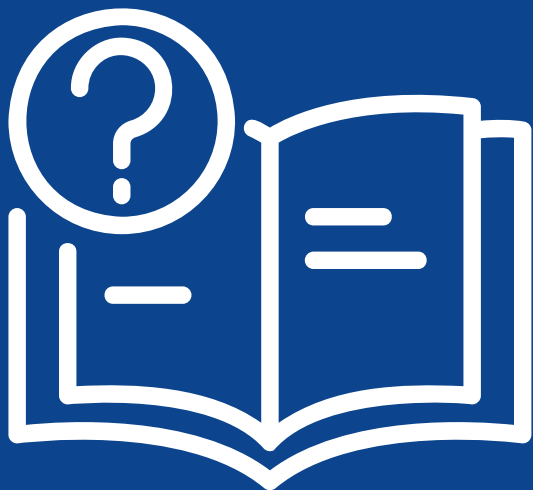




WORKDAY LEARNING

# **A GUIDE FOR PARTNERS**



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MAR 2024





# TABLE OF CONTENTS

## ABOUT WORKDAY LEARNING

Workday Learning is Oregon's learning management system. Anyone working or living within Oregon with a business need can sign up for Oregon State Fire Marshal trainings.

This guide is for External Enterprise Learners (non-state staff).

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# REGISTER FOR WORKDAY LEARNING EXTENDED LEARNERS

**Step 1:** Self Registration - Access the Workday Learning External Portal here:

<https://wd5.myworkday.com/wday/vps/wday/calypso/bootstrap/eex/requestuserbootstrap/oregon/b48e297132fe1001c7f97fd7a58d0000>

**Step 2:** Click "Next Step."


## Register to Learn

STEP 1 of 2

Country \*

United States of America ▼

Next Step



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## Register to Learn

STEP 2 of 2

First Name \*

Last Name \*

Email \*

Submit Registration

**Step 3:**

*Success:* This statement indicates your request was submitted for review. Accounts will be reviewed during regular business hours.

- *Approved:* When approved, you will receive two emails from Workday with your username and temporary password.
- *Denied:* During review, an account may be denied. The requestor will receive an email at the address provided during registration from Workday Learning Partner with next steps.



### Success!

Your account details were submitted.



### What's Next

When your account is approved, you'll receive 2 emails with your username and temporary password.

The State of Oregon pays for each Workday Learning profile. Only one account is allowed per person. Please contact the Workday Learning Partner for:

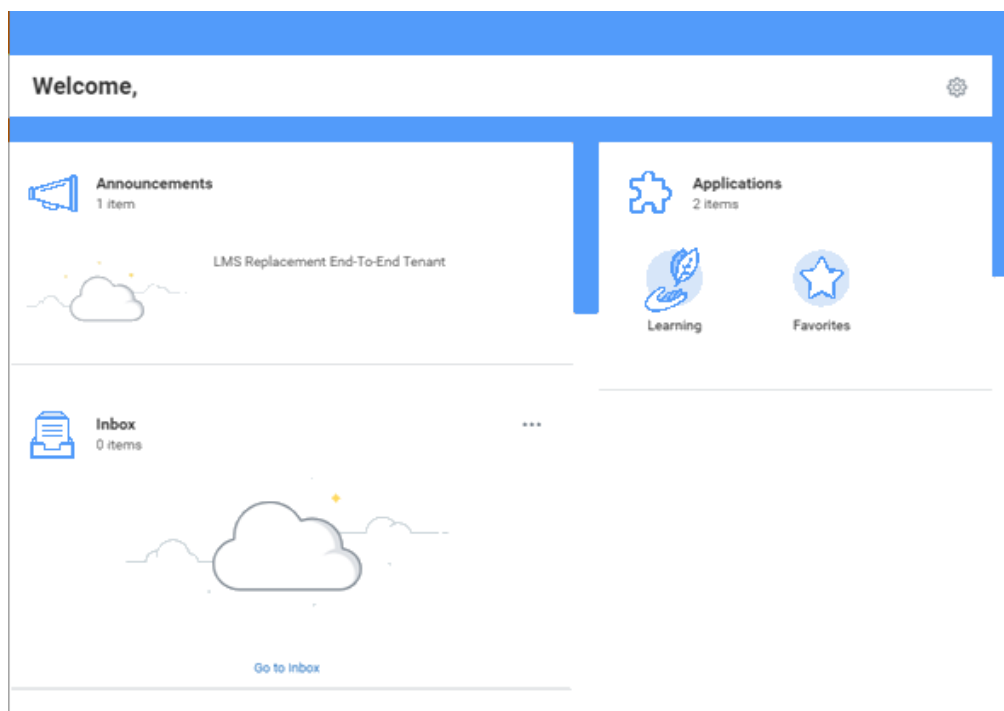
- Account information updates and revisions (change user name, email)
- Additional questions after reviewing instructions.

**Common reasons for denial:**

- This is already a verified account
- Email address already in use

**LOG IN TO YOUR ACCOUNT**

- With your username and temporary password, log in. Use the URL provided in your email.
- After log in, Workday Learning will open on the home screen.

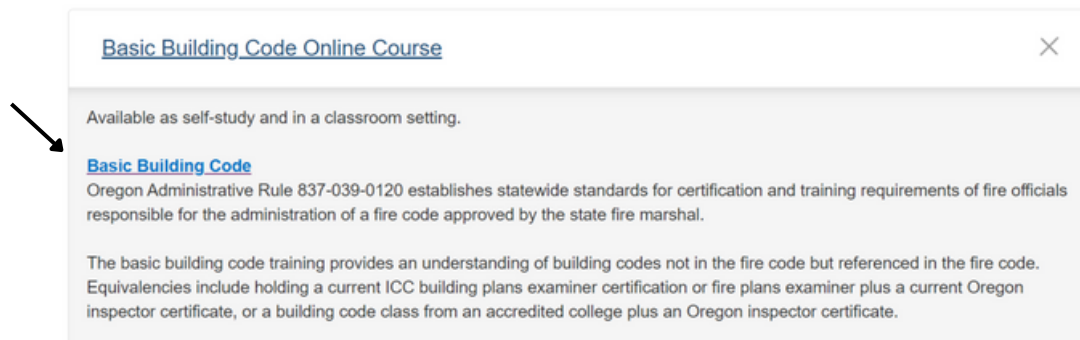


## SEARCHING FOR A COURSE FROM THE OSFM PROFESSIONAL DEVELOPMENT WEBPAGE (RECOMMENDED)

Open the + for the training you want to enroll.

<a href="#">Online/Self-Paced</a>	+
<a href="#">Authorities and Responsibilities   Access and Water Supply</a>	+
<a href="#">Oregon Basic Mechanical Code</a>	+
<a href="#">Basic Building Code Online Course</a>	+
<a href="#">Oregon Fire Code Amendments</a>	+

Click on the title (hyperlink) to open the enrollment screen in Workday.



[Basic Building Code Online Course](#) ✕

Available as self-study and in a classroom setting.

**[Basic Building Code](#)**  
Oregon Administrative Rule 837-039-0120 establishes statewide standards for certification and training requirements of fire officials responsible for the administration of a fire code approved by the state fire marshal.

The basic building code training provides an understanding of building codes not in the fire code but referenced in the fire code. Equivalencies include holding a current ICC building plans examiner certification or fire plans examiner plus a current Oregon inspector certificate, or a building code class from an accredited college plus an Oregon inspector certificate.

Click "Enroll."

**OSFM - FLSS - Basic Building Code**

The Office of State Fire Marshal created this interactive training to meet the core curriculum training requirement for the Fire and Life Safety Competency Recognition Program.

Oregon Administrative Rule 837-039-0016 establishes statewide standards  
[Show All](#) ▾

**Lessons in This Course** Additional Course Details

**Lessons in This Course** Completed 0/1

1 OSFM - FLSS - Basic Building Code  
OSFM - Basic Building Code  
ICC Approved Course #27484

Media

**Enroll**

Lessons 1 Delivery Mode Self-Directed

[Save](#)

Interested in your team doing this course?  
[Mass Enroll](#)

Drop enrollments for others?  
[Batch Drop Enrollment](#) | [Drop Learners](#)

## STARTING AN ON-DEMAND (ONLINE) COURSE

Click the blue "Start Course" button on the right

**OSFM - FLSS - Authorities and Responsibilities**

Title: OSFM Authorities and Responsibilities for Assistants to the State Fire Marshal  
Description: ICC Approved Course #27482  
Provides foundational training about Oregon Revised Statutes, Oregon Administrative Rules and Oregon's Attorney General (OAG) Opinions related  
[Show All](#) ▾

**Lessons in This Course** Additional Course Details

**Lessons in This Course** Completed 0/1

**Start Course**

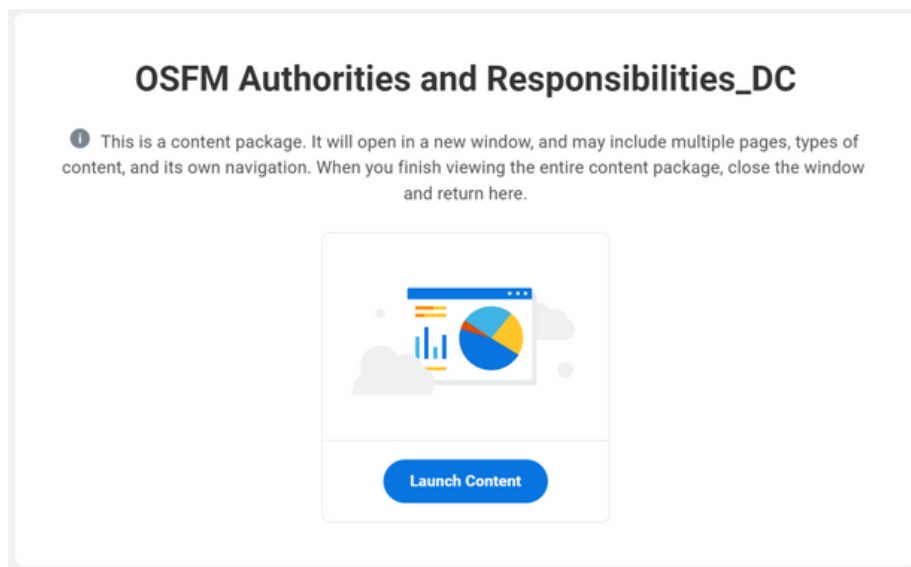
NOT STARTED

Lessons 1 Delivery Mode Self-Directed

[Save](#)

A course may have multiple lessons, such as a video and documents to view. When the user starts the course, it will take you to the first lesson in the course.

Click the "Launch Course" button.



### POP-UP BLOCKED (WHEN LAUNCHING ON-DEMAND COURSE)

If you get this error message when launching an on-demand (online) course, click the "Launch Course" button in the message.

#### Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

Launch Course

If that doesn't resolve the issue, disable the popup blocker for the WDL site in your browser settings. For instructions on how to do this, search for "disabling pop-up blocker for a site."

### COMPLETING AN ON-DEMAND COURSE

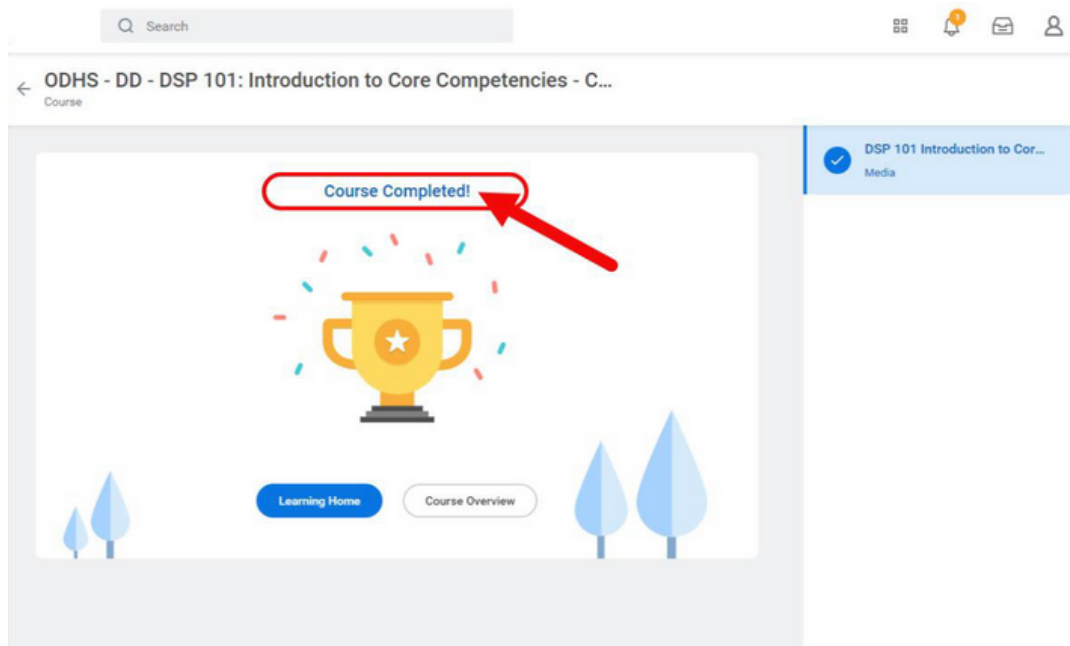
The course opens in a new window. When the e-learning course is completed, the user simply closes the window.

- Workday Learning may "timeout" during longer courses. Do not be alarmed if this occurs. Simply log back into Workday Learning. Your course progress should be recorded by Workday even if it times out.

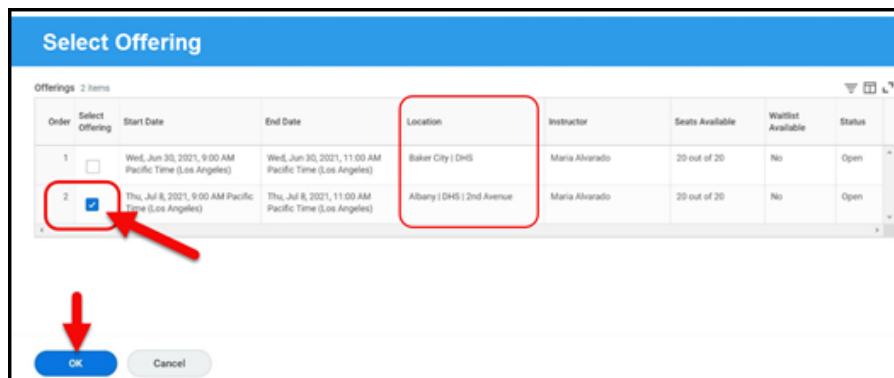
In the event your progress was not correctly recorded, email the contact listed for the course or [osfm.ofc@osfm.oregon.gov](mailto:osfm.ofc@osfm.oregon.gov). A "Course Completed!" message and trophy will appear when a course is successfully completed. Certificates are not available on this page. To print a certificate, follow the instructions "printing a course certificate."

- If you are taking multiple courses, it may be quicker to wait to print your certificates until training for the day is complete.

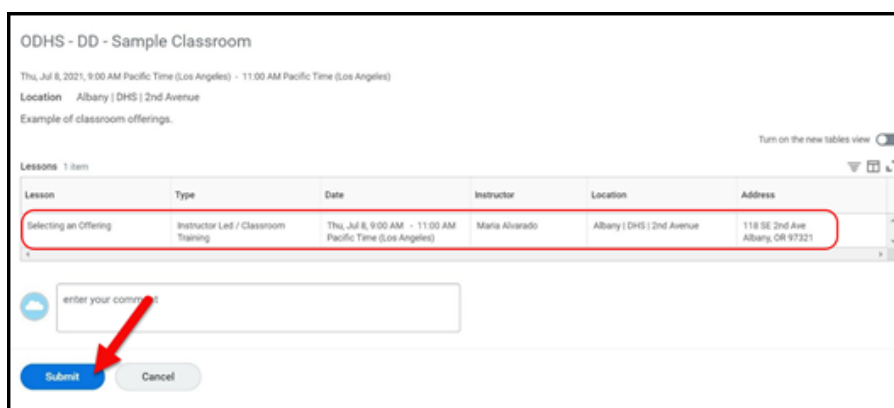




If your course is a classroom course, the offerings will also list the locations. Check the box for the offering you wish to select. Click "OK."



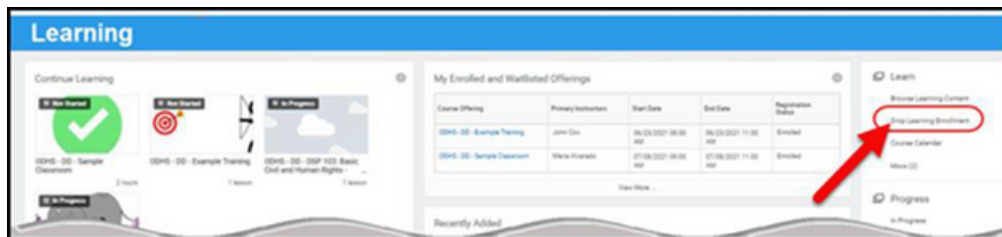
Review your offering enrollment. If it is correct, click "Submit."



## DROPPING A COURSE (CANCELLING YOUR ENROLLMENT)

There are at least two ways to drop a course (cancel enrollment.)

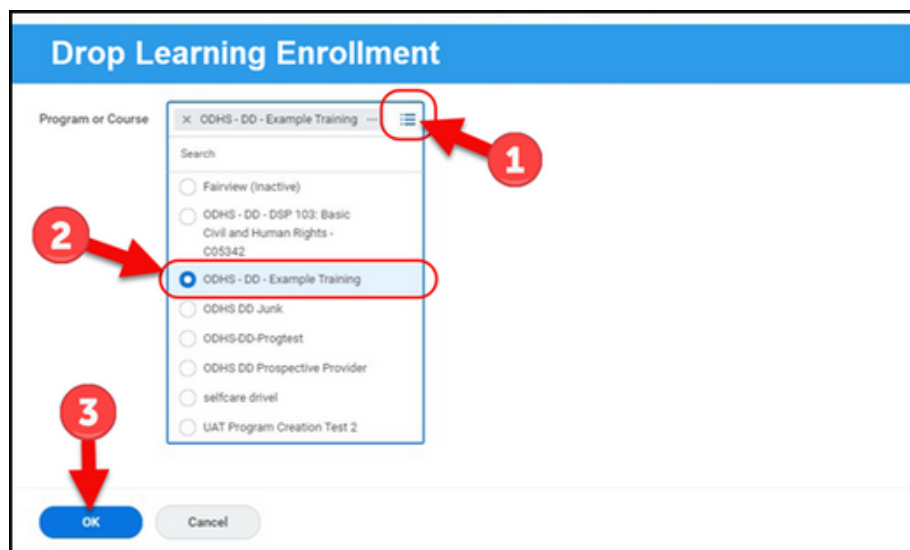
- You can drop a course from the “Learning” screen or from the course description screen for the course you are enrolled in.
- To drop from the “Learning” screen, click “Drop Learning Enrollment” on the right side of the screen.



Click the three-lined index icon to the right of the dropdown menu. This opens the dropdown box to select the course you wish to drop.

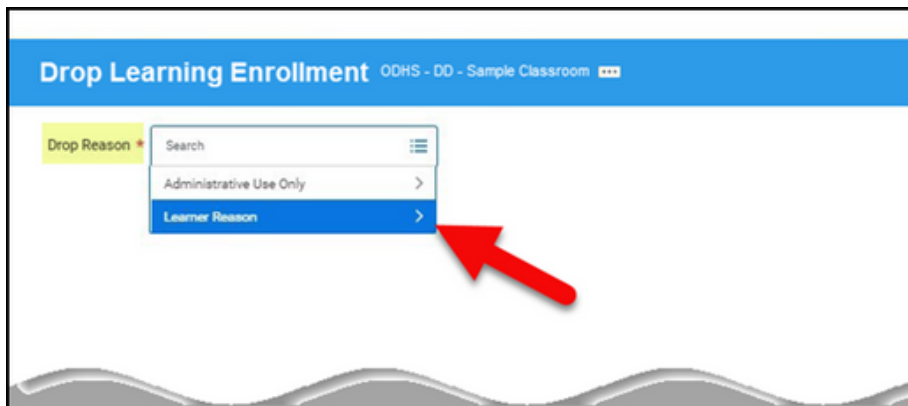
All courses you are enrolled in (including digital courses not yet completed) will be listed.

- Select the course(s) you wish to drop.
- Click “OK” in the lower left corner of the screen.



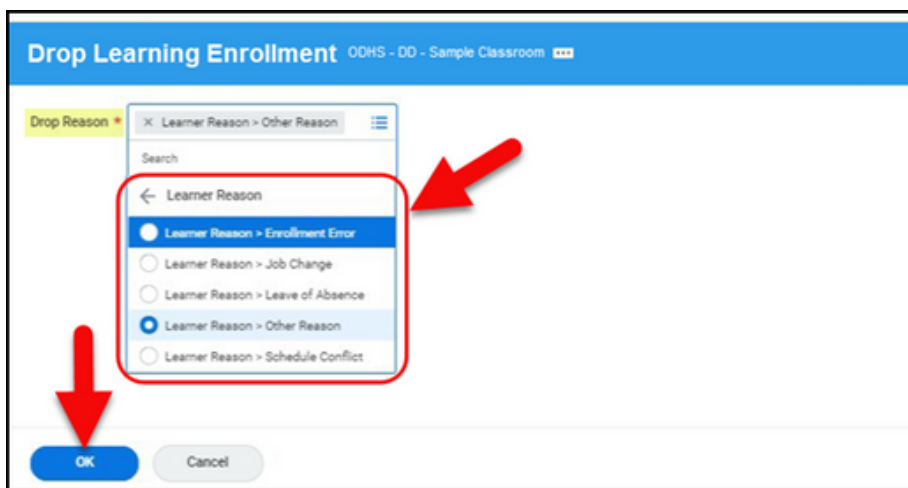
***\*You must select a reason for dropping the course.***

Select "Learner Reason" from the dropdown.



The screenshot shows the 'Drop Learning Enrollment' screen for 'ODHS - DD - Sample Classroom'. A dropdown menu for 'Drop Reason' is open, showing options: 'Search', 'Administrative Use Only', and 'Learner Reason'. A red arrow points to the 'Learner Reason' option.

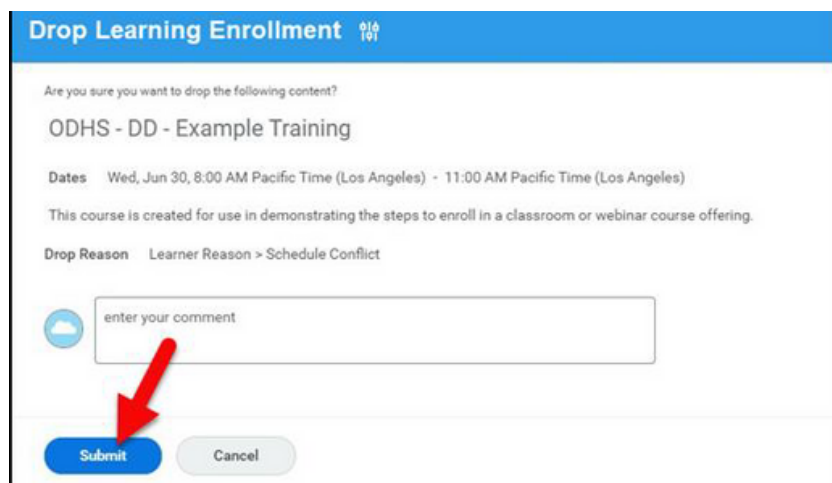
Select the reason that best fits your situation. Click "OK" in the lower-left corner of the screen.



The screenshot shows the 'Drop Learning Enrollment' screen for 'ODHS - DD - Sample Classroom'. The 'Drop Reason' dropdown menu is open, showing a list of reasons: 'Learner Reason', 'Learner Reason > Enrollment Error', 'Learner Reason > Job Change', 'Learner Reason > Leave of Absence', 'Learner Reason > Other Reason', and 'Learner Reason > Schedule Conflict'. A red box highlights the 'Learner Reason > Other Reason' option, and a red arrow points to it. Another red arrow points to the 'OK' button in the lower-left corner.

Confirm that you are sure you want to drop the course.

If the information on the screen is correct, click "Submit" in the lower-left corner of the screen. If you made an error, for example, you selected the wrong course, click "Cancel" and restart the process.

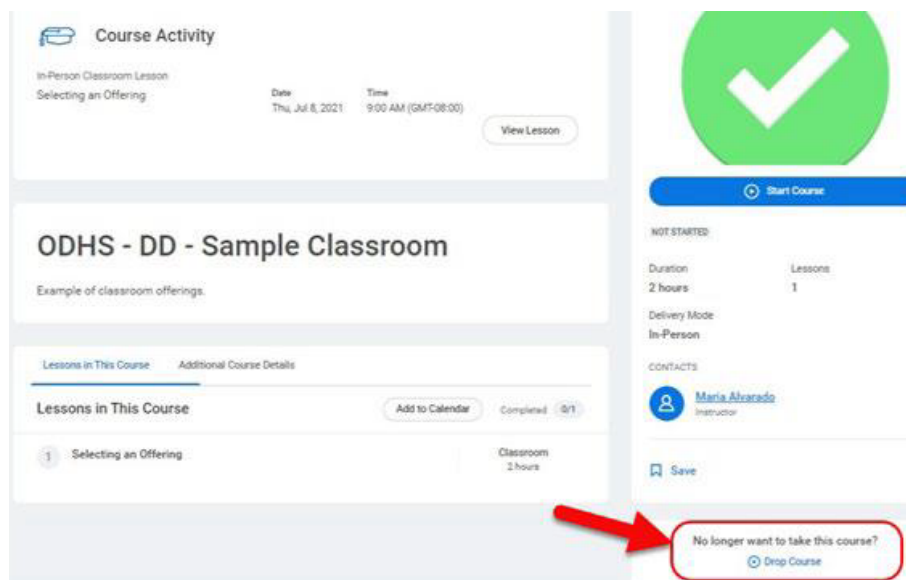


The screenshot shows the 'Drop Learning Enrollment' screen for 'ODHS - DD - Example Training'. The screen displays the following information:

- Are you sure you want to drop the following content?
- ODHS - DD - Example Training
- Dates: Wed, Jun 30, 8:00 AM Pacific Time (Los Angeles) - 11:00 AM Pacific Time (Los Angeles)
- This course is created for use in demonstrating the steps to enroll in a classroom or webinar course offering.
- Drop Reason: Learner Reason > Schedule Conflict
- A text input field with the placeholder 'enter your comment'.
- Buttons: 'Submit' and 'Cancel'.

A red arrow points to the 'Submit' button.

You can also drop a course from the course description by selecting the course using “Browse Learning” (see “Searching for a Course”) or by using the calendar to open an upcoming course. Once you have selected the course, click “Drop Course” on the lower right.

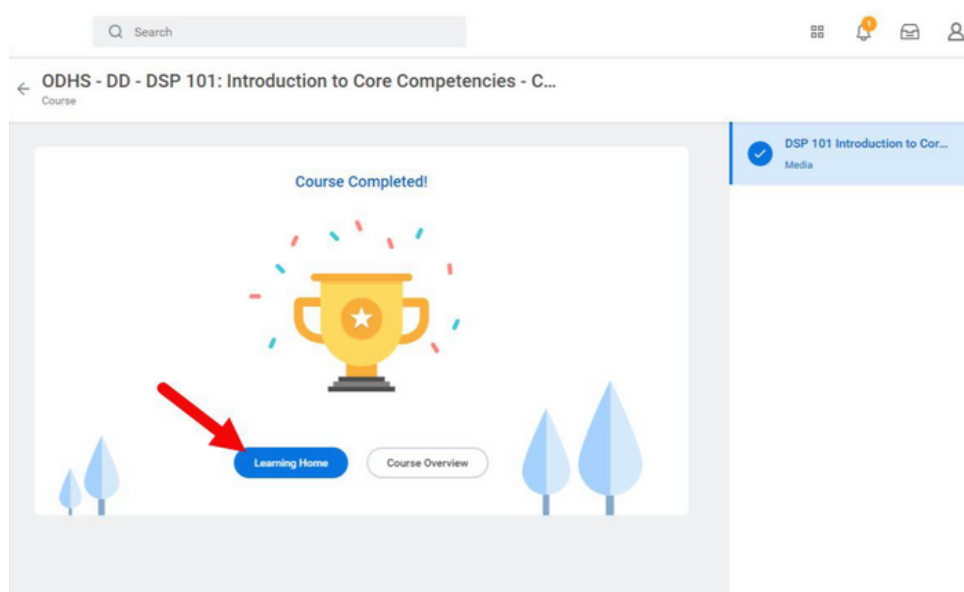


You'll then be prompted to select the drop reason.

Use the same instructions outlined above (select Learner Reason; select the most appropriate option and click “OK”). You will then confirm that you intend to drop the course and click submit.

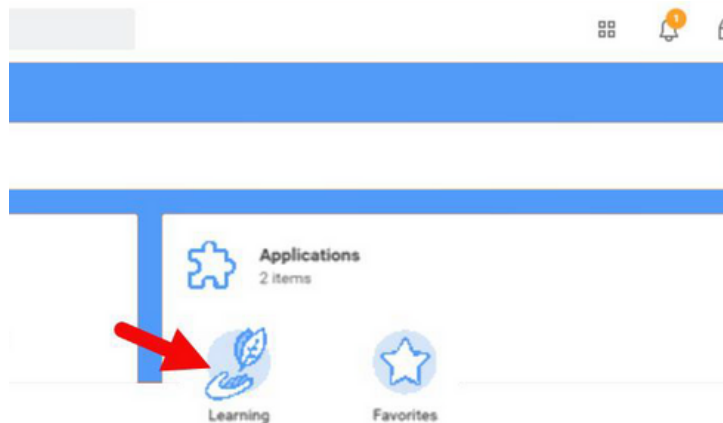
## PRINTING A COURSE CERTIFICATE

If you complete the course, click “Learning Home.”



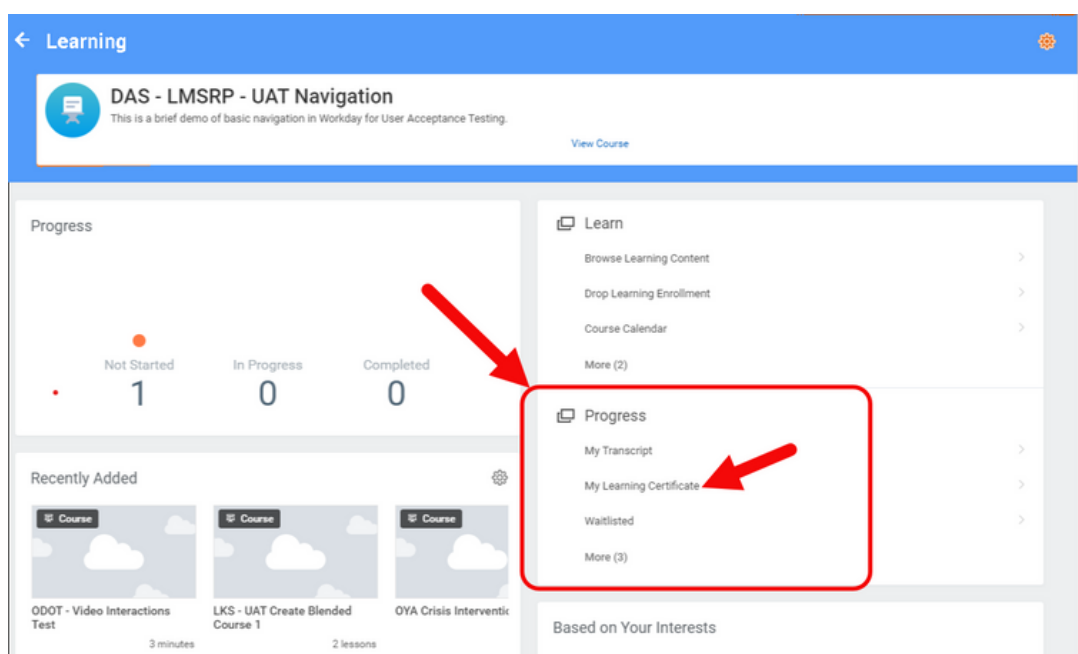
This takes you back to the learning home screen.

To print your certificate, click "Learning," the icon with the hand and leaves on the left.



On the right side of the learning page, locate "Progress." Below the progress header, there are options to get to "My Transcript" or to print a certificate.

To print a certificate, select "My Learning Certificate."



When you click "My Learning Certificate," a search box appears.

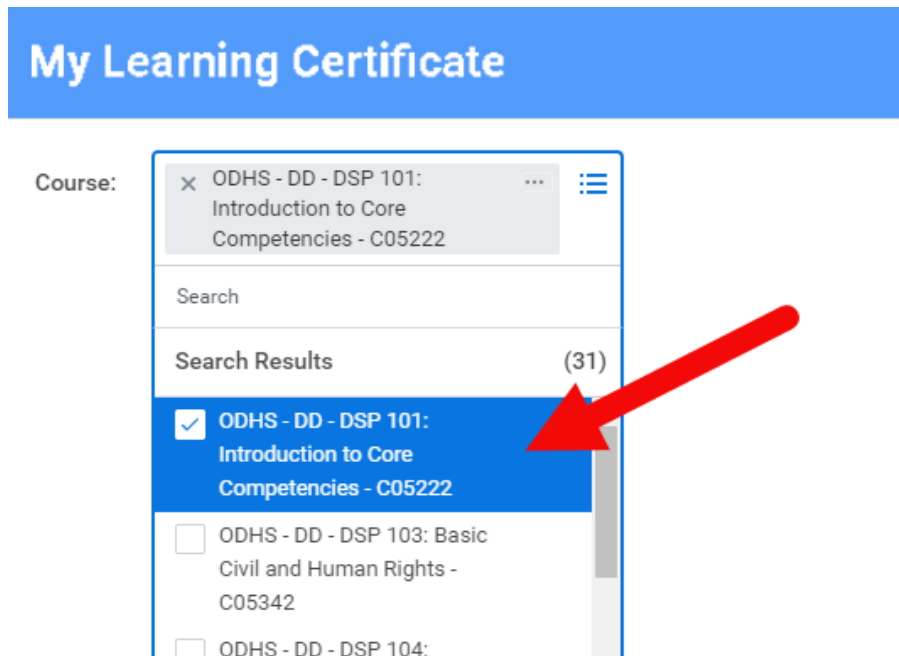
You need to type a search term or partial term.

Next, click the three blue index lines to the right of the word you just entered.

## My Learning Certificate

Course:

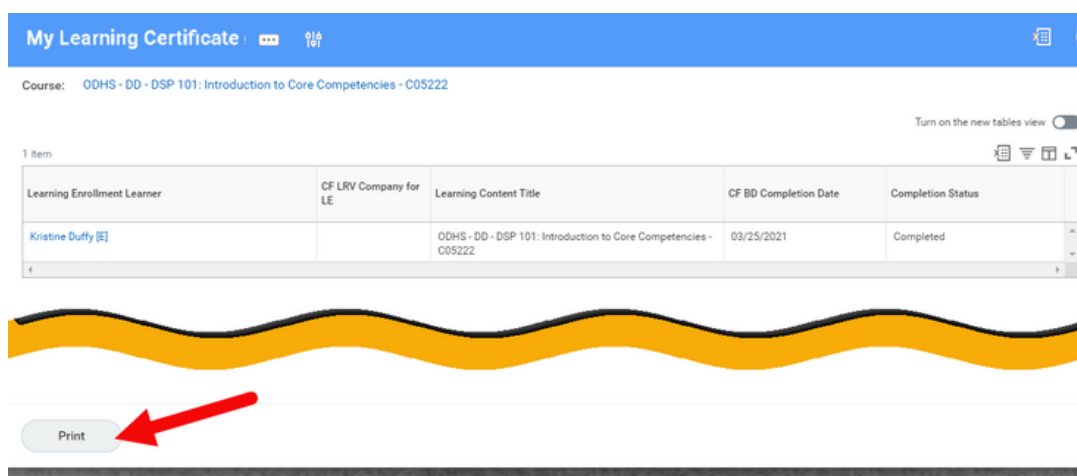
The search box will populate with courses that best matches your search term. Scroll down and select the course or courses to print the certificate(s).



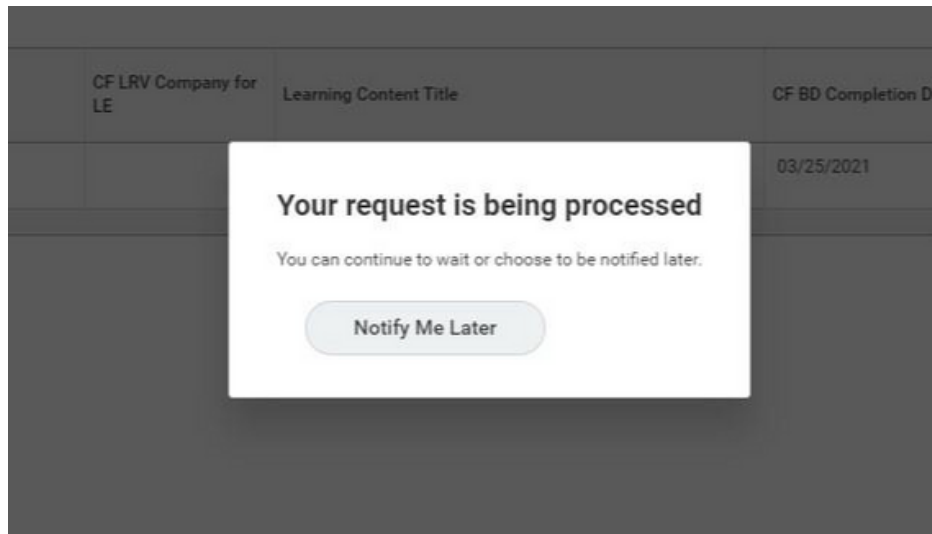
Once you have selected the course(s), Workday Learning displays a list of lessons within the course and the lesson completion date.

Many OSFM core competency courses have only one lesson in the course.

To print the certificate, click "Print" at the bottom of the page. If you try to print a certificate for a course you have not taken, you will receive an error message saying the course has not been completed.

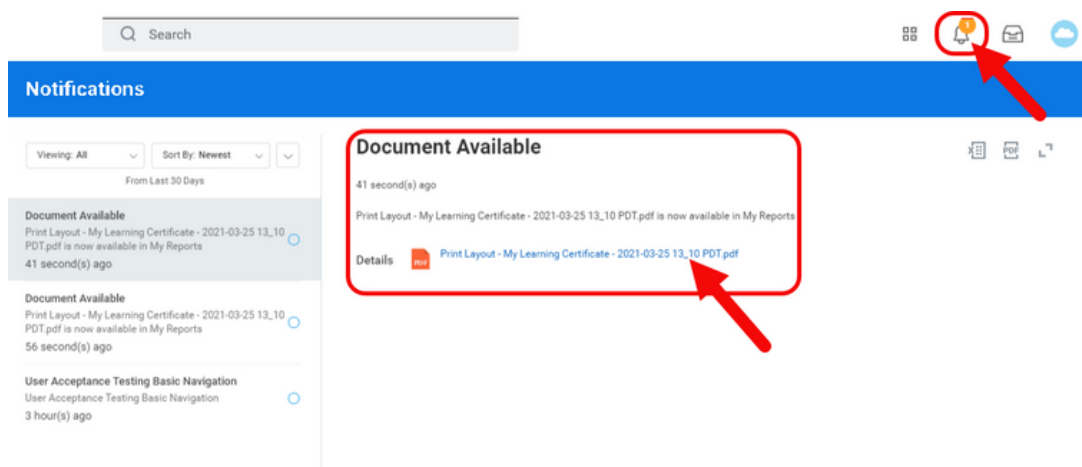


The "Print" button will generate a course certificate to your notifications and to "My Reports." You will see a screen that tells you it is being processed. Click "notify me later" and check your notifications—see next image.



"Notifications" is the little bell icon at the top right of every screen. You do not need to go back to the home page to access it.

You can print it directly from the notification by double clicking on the PDF document in the message.



## WORKDAY LEARNING ACCOUNT INFORMATION

**IMPORTANT:** If you have completed trainings on multiple Workday Learning accounts, the information from all the accounts cannot be combined.

Only one Workday Learning account is allowed per person. Oregon pays for each account.

You are responsible for keeping your training records. It is critical to save your transcripts and download a copy if your account will be inactive for over one year.

Email addresses can only be connected to one Workday account.

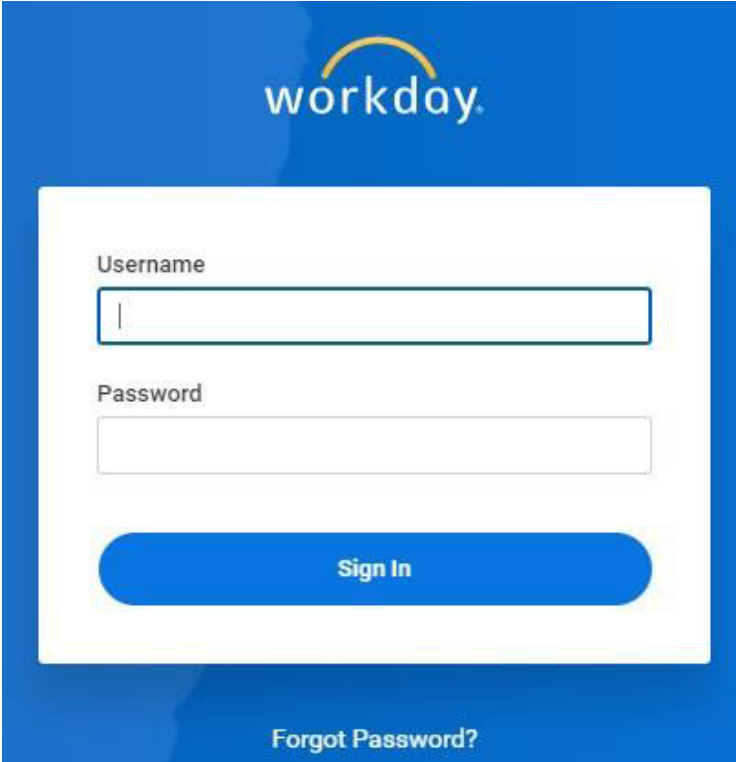
- If you do not remember your login or password, do not create a new account. Email Workday Learning partner [shari.barrett@osfm.oregon.gov](mailto:shari.barrett@osfm.oregon.gov) using the subject "Workday account assistance."
- The next section will show you how to print your transcript.
- Thank you for your continued partnership in service to Oregonians.

## VIEW, PRINT, AND SAVE EELEARNER TRANSCRIPT

Read step-by-step instructions of how an Extended Enterprise Learner (EELearner) can view and print their transcript or save it as a PDF.

### Instructions

To view and print your transcript, log into your Workday account at <https://wd5.myworkday.com/oregon> with your username and password. Then answer the challenge questions.

The image shows the Workday login interface. At the top, the Workday logo is displayed on a blue background. Below the logo is a white rectangular box containing the login fields. The first field is labeled "Username" and has a text input box with a cursor. The second field is labeled "Password" and has a text input box. Below these fields is a blue rounded rectangular button labeled "Sign In". At the bottom of the white box, there is a link labeled "Forgot Password?".

workday.

Username

Password

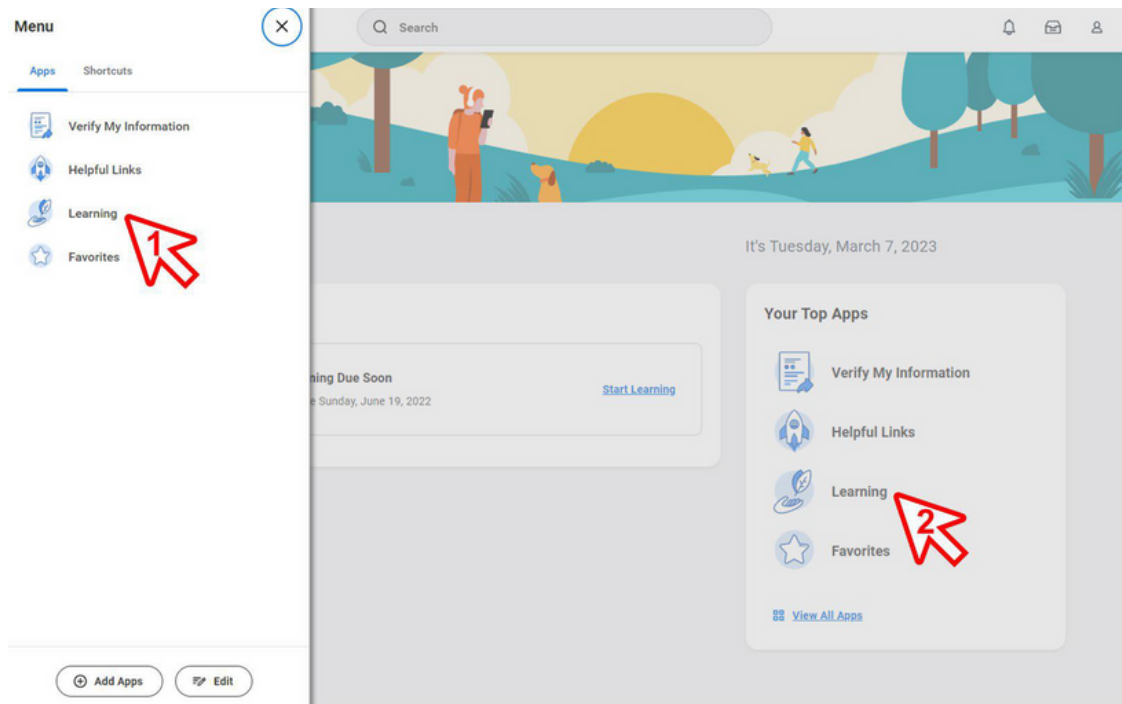
Sign In

Forgot Password?

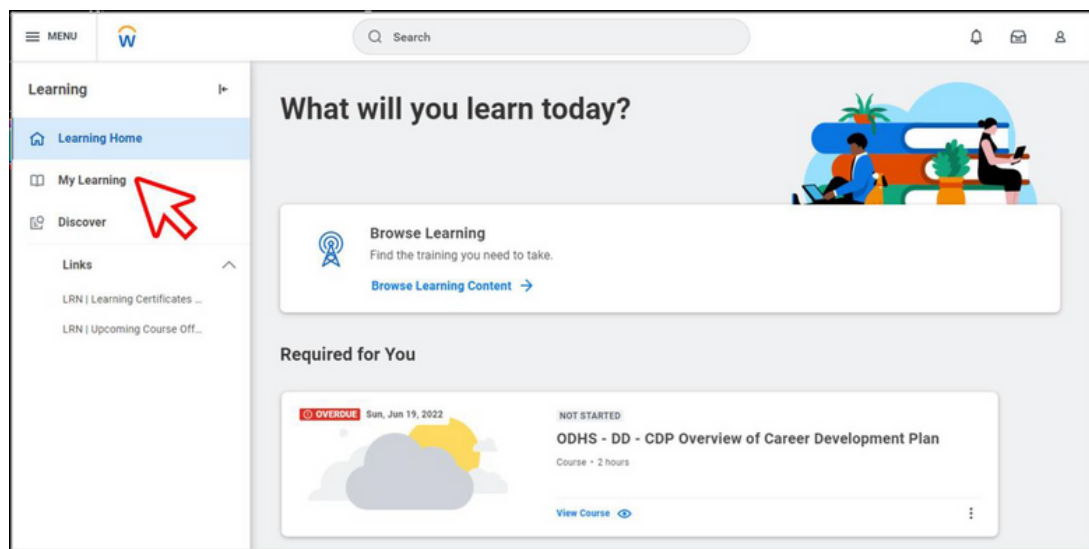


From the Workday homepage, open the "Learning" app by either:

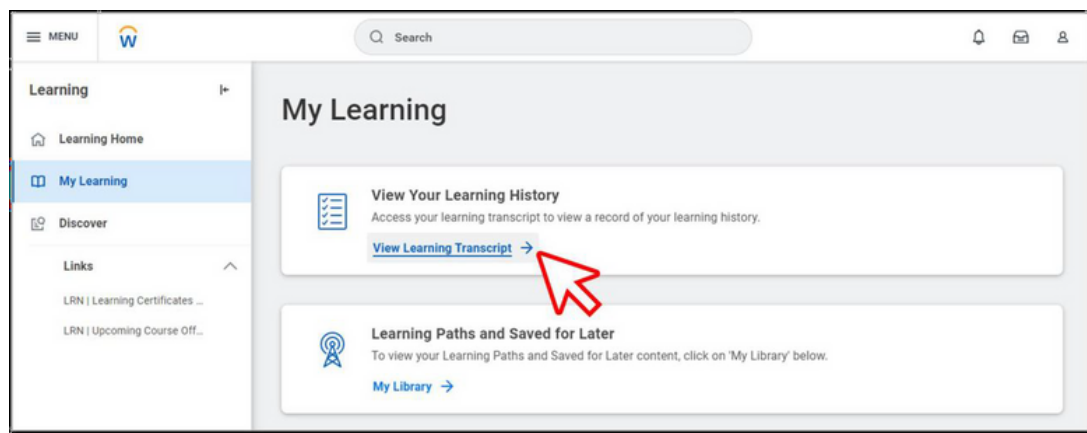
- Clicking the "Menu" icon with the three bars in the upper left corner then click "Learning", or
- Click the "Learning" app from the "Your Top Apps" section



Once on the learning dashboard, click "My Learning" from the left panel.



From the my learning screen, click "View Learning Transcript."



This is your transcript. Here you can see the following:

- **Not Started:** This section shows classes you have been registered for but have not begun.
- **In Progress:** This section shows classes you started but yet finished (or attendance simply hasn't been registered yet by the instructor if it was a live class).
- **Learning History:** This section shows classes you have completed.

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
ODHS - DD - CDP Overview of Career Development Plan	Digital Course	Enrolled	04/19/2022	Not Started	Do Not Track		0	Enrollment
ODHS - OPDU - Affiliation Manager Training Program	Program	Enrolled	09/02/2021	Not Started	Do Not Track		0	Enrollment
ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness Course for Partners/Providers (Inactive)	Digital Course	Enrolled	07/12/2022	In Progress	Do Not Track		0	Enrollment
ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness for Partners/Providers ONLY (Inactive)	Program	Enrolled	04/15/2022	In Progress	Do Not Track		0	Enrollment
ODHS - OEP LET - How to log in to DHR	Digital Course	Enrolled	06/28/2021	In Progress	Do Not Track		0	Enrollment
ODHS/OHA - SOQ - Six Rights of Safe Medication Administration - CQ2865	Blended Course	Enrolled	07/19/2021	Completed	Track	Pass	90	Enrollment

This format is good for reviewing the courses you've signed up for and those you've completed. To print a copy of these records, it's best to first convert this to a PDF. Click the PDF icon in the upper right corner.

After you've clicked the PDF icon, click the "Download."

**My Transcript**

Not Started 2 items

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Q. ODHS - DD - CDP Overview of Career Development Plan	Digital Course	Enrolled	04/19/2022	Not Started	Do Not Track		0	Enrollment
Q. ODHS - OPDU - Affiliation Manager Training Program	Program	Enrolled	09/02/2021	Not Started	Do Not Track		0	Enrollment

In Progress 3 items

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Q. ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness Course for Partners/Providers (Inactive)	Digital Course	Enrolled			Do Not Track		0	Enrollment
Q. ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness Course for Partners/Providers ONLY (Inactive)	Program	Enrolled			Do Not Track		0	Enrollment
Q. ODHS - OEP LET - How to log in to DHR	Digital Course	Enrolled	06/28/2021	In Progress	Do Not Track		0	Enrollment

Learning History 2 items

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Attendance Status	Grade	Score	Record Type
Q. ODHS - HR - 24/7 Mandatory Reporter Training - C05461	Digital Course	Enrolled	07/19/2021	Completed	07/19/2021 08:16:47 PM	Do Not Track	Pass	0	Enrollment

Learning Home

From the PDF of your transcript, click the printer icon to print the document.

**My Transcript**

10:01 AM  
03/07/2023  
Page 1 of 1

Not Started

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Kito Miller [E] - ODHS - DD - CDP Overview of Career Development Plan	Digital Course	Enrolled	04/19/2022	Not Started	Do Not Track		0	Enrollment
Kito Miller [E] - ODHS - OPDU - Affiliation Manager Training Program	Program	Enrolled	09/02/2021	Not Started	Do Not Track		0	Enrollment

In Progress

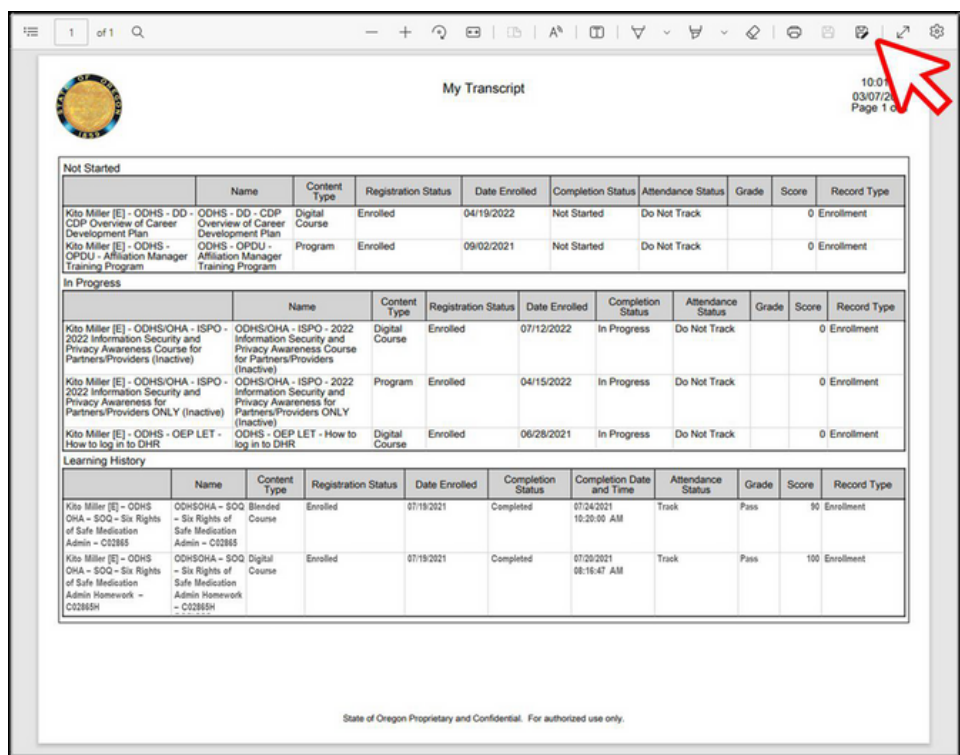
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Kito Miller [E] - ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness Course for Partners/Providers (Inactive)	Digital Course	Enrolled	07/12/2022	In Progress	Do Not Track		0	Enrollment
Kito Miller [E] - ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness Course for Partners/Providers ONLY (Inactive)	Program	Enrolled	04/15/2022	In Progress	Do Not Track		0	Enrollment
Kito Miller [E] - ODHS - OEP LET - How to log in to DHR	Digital Course	Enrolled	06/28/2021	In Progress	Do Not Track		0	Enrollment

Learning History

Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Attendance Status	Grade	Score	Record Type
Kito Miller [E] - ODHS OHA - SOQ - Six Rights of Safe Medication Admin - C02865	Blended Course	Enrolled	07/19/2021	Completed	07/24/2021 10:20:00 AM	Track	Pass	90	Enrollment
Kito Miller [E] - ODHS OHA - SOQ - Six Rights of Safe Medication Admin Homework - C02865H	Digital Course	Enrolled	07/19/2021	Completed	07/20/2021 08:16:47 AM	Track	Pass	100	Enrollment

State of Oregon Proprietary and Confidential. For authorized use only.

You can also click the save icon to save the PDF as a file.



**My Transcript**

10:01 AM  
03/07/2023  
Page 1 of 1

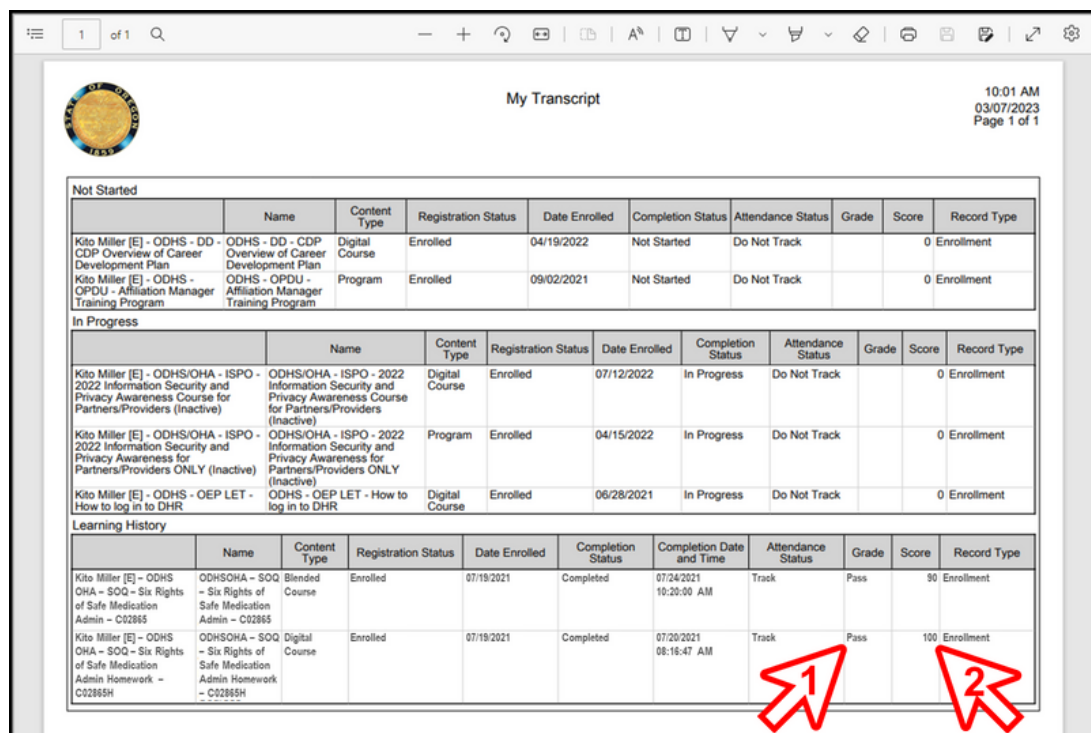
Not Started									
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type	
Kito Miller [E] - ODHS - DD - CDP Overview of Career Development Plan	Digital Course	Enrolled	04/19/2022	Not Started	Do Not Track			0	Enrollment
Kito Miller [E] - ODHS - OPDU - Affiliation Manager Training Program	Program	Enrolled	09/02/2021	Not Started	Do Not Track			0	Enrollment

In Progress									
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type	
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Kito Miller [E] - ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness for Partners/Providers ONLY (Inactive)	Program	Enrolled	04/15/2022	In Progress	Do Not Track			0	Enrollment
Kito Miller [E] - ODHS - OEP LET - How to log in to DHR	Digital Course	Enrolled	06/28/2021	In Progress	Do Not Track			0	Enrollment

Learning History									
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Attendance Status	Grade	Score	Record Type
Kito Miller [E] - ODHS OHA - SOQ - Six Rights of Safe Medication Admin - C02865	Blended Course	Enrolled	07/19/2021	Completed	07/24/2021 10:20:00 AM	Track	Pass	90	Enrollment
Kito Miller [E] - ODHS OHA - SOQ - Six Rights of Safe Medication Admin Homework - C02865H	Digital Course	Enrolled	07/19/2021	Completed	07/20/2021 08:16:47 AM	Track	Pass	100	Enrollment

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Finally, see the columns titled "Grade" and "Score" to see your grade for a course and the score you earned.



**My Transcript**

10:01 AM  
03/07/2023  
Page 1 of 1

Not Started									
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type	
Kito Miller [E] - ODHS - DD - CDP Overview of Career Development Plan	Digital Course	Enrolled	04/19/2022	Not Started	Do Not Track			0	Enrollment
Kito Miller [E] - ODHS - OPDU - Affiliation Manager Training Program	Program	Enrolled	09/02/2021	Not Started	Do Not Track			0	Enrollment

In Progress									
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type	
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Kito Miller [E] - ODHS/OHA - ISPO - 2022 Information Security and Privacy Awareness for Partners/Providers ONLY (Inactive)	Program	Enrolled	04/15/2022	In Progress	Do Not Track			0	Enrollment
Kito Miller [E] - ODHS - OEP LET - How to log in to DHR	Digital Course	Enrolled	06/28/2021	In Progress	Do Not Track			0	Enrollment

Learning History									
Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Attendance Status	Grade	Score	Record Type
Kito Miller [E] - ODHS OHA - SOQ - Six Rights of Safe Medication Admin - C02865	Blended Course	Enrolled	07/19/2021	Completed	07/24/2021 10:20:00 AM	Track	Pass	90	Enrollment
Kito Miller [E] - ODHS OHA - SOQ - Six Rights of Safe Medication Admin Homework - C02865H	Digital Course	Enrolled	07/19/2021	Completed	07/20/2021 08:16:47 AM	Track	Pass	100	Enrollment

You have completed the steps to view, print, and save your transcript.

## TROUBLESHOOTING

*I am not finding any Oregon State Fire Marshal courses.*

This is most often caused by selecting the wrong affiliation. If you selected an affiliation other than "Office of State Fire Marshal" when you created your account, email [shari.barrett@osfm.oregon.gov](mailto:shari.barrett@osfm.oregon.gov). "Office of State Fire Marshal" affiliation will allow you to view the OSFM provided training.

*My course launched with an empty window.*

This is most often caused by an incompatible browser.

### DO NOT USE INTERNET EXPLORER.

Compatible browsers include Microsoft Edge, Google Chrome, Mozilla Firefox, Safari, and Opera.

**NOTE:** Some online modules may not function correctly when using a Chromebook. This is not a Workday Learning issue. If you already use a compatible browser and are not using a Chromebook, the issue may be a pop-up blocker. You can turn off the pop-up blocker for the Workday Learning site in browser settings. If you are unfamiliar with how to adjust your browser settings, this information can be found on the web for all of the compatible browsers listed, above, by searching for "disabling pop-up blocker in (browser name)."

If that does not resolve your issue, you may need to try an alternate computer or device.

Most courses will play on an iPad or Android tablet.

## NO CERTIFICATE

- If you completed the course in iLearn, you will not be able to print a certificate for the course in Workday Learning.
- Workday Learning does not include a "print certificate" button on the completion screen for each course. See "Printing a Course Certificate."

The "Course Completed!" message did not appear after I completed my course.

Did you pass the quiz?

- **No or not sure:** Many other on-demand courses include a quiz. You must pass the knowledge check in order to successfully complete the course. If you did not pass this, clear your browser cache before repeating the course. Contact the Workday Learning partner if you need to retake the course.
- **If you passed the quiz:** Occasionally, a course will fail to register as complete in any LMS. Sometimes this is caused by a user retaking the course when the file from the previous attempt is still in their browser cache. Users should clear the cache prior to retaking a course. If clearing the cache does not resolve the issue, email the contact listed for the course in Workday Learning or email [shari.barrett@osfm.oregon.gov](mailto:shari.barrett@osfm.oregon.gov).

## CONTACT INFORMATION

OSFM Workday Learning Partner  
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503-934-8256